

EXAMPLE FOR TRAINING PURPOSES

Listing Brands/Model Numbers Does Not Constitute an Endorsement by KDLA

Example for contract under \$20,000 – does not contain Model Procurement language

Request for Proposal for Basic Maintenance of Internal Connections (BMIC)

Pioneer County Public Library
100 Main Street
Boonesburg, KY 41700
E-rate Billed Entity Number: 208

Issue Date: November 14, 2017
Due Date: December 15, 2017

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through fair and competitive negotiations for repair & maintenance of networking equipment and cabling. The services requested in this document are part of the E-rate filing for the Pioneer County Public Library for the 2018-19 funding year, which covers services starting July 1, 2018 and ending June 30, 2019. The vendor must provide their E-rate Service Provider Identification Number (SPIN) number on the proposal in order to be eligible for consideration. Information about the E-rate program is available at <http://www.usac.org/sl/>.

DUE DATE

Proposals will be received in person or by mail to the Contact Person: Lauren Abner, Technology Consultant for Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700 until 5:00 p.m. ET on December 15, 2017. It is the vendor's responsibility to verify receipt of any correspondence with the Contact Person. The Pioneer County Public Library reserves the right to reject any or all quotes.

SPECIFICATIONS

Pioneer County Public Library seeks a contract to cover repair and maintenance of networking equipment and cabling housed at the main library in Boonesburg, including some equipment that is eligible for E-rate discounts and some that is ineligible. **Vendors must respond to all of the requested services and separate the E-rate eligible and ineligible costs by line item or the bid will be disqualified.**

Repair & maintenance under this contract will include the following activities: connectivity troubleshooting (by phone or in-person), configuration/reconfiguration of equipment, adds/moves/changes (MAC) work, and other routine maintenance activities.

Under E-rate program rules, the Library is eligible for discounts for per-incident repair & maintenance work on eligible equipment, and the vendor must invoice the Library only when actual work is performed; invoices must track the number of hours of work performed.

For the following line items, the vendor must list the cost per hour; estimated number of hours of maintenance needed during FY 2018-19 (July 1, 2018 to June 30, 2019); and estimated extended cost during FY 2018-19:

Part 1: Repair & Maintenance of E-rate Eligible Equipment

1. Dell Networking N1548 Switch – quantity 1
2. SonicWall TZ600 firewall appliance – quantity 1

3. SonicPoint ACe wireless access point and power adapter – quantity 2
4. Belkin Cat 6 Cable Model A7L704-1000 – quantity 3,000 ft
5. Belkin Cat 6 Patch Cables Model A3L980-10-S – quantity 35
6. Belkin Cat 6 Patch Cables Model A3L980b03-S – quantity 100
7. American Power Conversion (APC) Smart-UPS 1500VA LCD RM – quantity 2

Part 2: Repair & Maintenance of Non-E-rate Eligible Equipment

8. Dell PowerEdge C4130 Rack Server – quantity 1

FORMATTING OF COST PROPOSAL & PRICING

Vendor must include the Service Provider Identification Number (SPIN) on the cost proposal. Vendor must respond to all requested services; separate costs by line item; and list the make & model of each product covered. Each line item on the proposal must clearly list cost per hour; estimated number of hours of maintenance needed; and estimated extended cost for FY 2018-19. The Library needs this information to apply successfully for E-rate discounts.

Vendor must also include a statement that it will bill the Library as work is performed and will track the number of hours for each incident on the invoice.

All cost proposals must reflect the Lowest Corresponding Price and any available governmental unit discounts.

BID EVALUATIONS

Pioneer County Public Library reserves the right to award the quote to the best qualified vendor with price of E-rate eligible services as the primary factor. Other factors will be considered in the evaluation, including cost of non-E-rate eligible services and previous experience with the vendor. Additional points will be given to local/in-state vendors and to vendors that attend a walkthrough of the library. Bids that don't list the Service Provider Identification Number (SPIN), don't separate costs by line item, and/or don't address all requested services will be disqualified.

TIMELINE

Walkthroughs: The last date to walk through the facility is December 8, 2017 and is by appointment only.

Vendor Questions: Vendors may submit questions through December 8, 2017 at 5:00 p.m. ET to the Contact Person; an RFP addendum with responses to all vendor questions will be posted no later than December 11, 2017 at 5:00 p.m. Vendors may request to receive a notification when the addendum has been posted.

Due Date: Proposals are due in person, via mail, or via email to the Contact Person listed below no later than 5:00 p.m. ET on December 15, 2017. The Main Branch of the Pioneer County Public Library is located at 100 Main St, Boonesburg, KY 41700.

CONTACT PERSON

Any questions concerning technical requirements must be directed to:

Lauren Abner, Technology Consultant

Address: Pioneer County Public Library, 100 Main St, Boonesburg, KY 41700

Email: lauren.abner@ky.gov